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DD/S&T-4735-68

11 DEC 1968

MEMORANDUM FOR: Planning Officer - Office of Special Activities  
Office of Research and Development  
Office of ELINT  
Office of Scientific Intelligence  
Office of Computer Services  
Office of Foreign Missile and Space Analysis Center  
Office of Special Projects

SUBJECT: Planning and Programming Bulletin #4

1. In last year's CPC there was a lack of standardization in the manner in which Management Support projects were handled. It is not necessary to follow the entire standard format covering Objective and Program Plan items when writing up Management Support projects. A simple statement of what positions are included in the project and what the function is to encompass plus Resources Required coverage will suffice. Of course, any increases or decreases in funds or positions must be explained.

2. Section 4, Project Outline format.

A listing of ceiling and non-ceiling positions for fiscal years 1968, 1969, and 1970 is attached. These are the numbers as they appear in the FY 1970 Office Estimates and project totals for those years should add up to the ones listed for each Office. Note also that only ceiling positions will be shown in the summary sheets (Forms 2583 a through e).

3. Section 4, Project Outline format.

The following new and revised items are attached to assist you in preparing and arranging your project submissions:

- a. Revised Project Outline Format.  
(Under Positions, Ceiling and Non-Ceil.  
substitute for Staff and Contract. The  
total line is eliminated.)
- b. Typing Model.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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c. Typing Model Notes.

d. Additional General Notes. (General typing data, not keyed to any specific entry.)

4. For OSA - On summary sheet, Form 2583C, under Communications Operations sub-category, add the element "Management Support". In the body of your paper use the project name "OSA Commo Support" to include all commo positions in OSA Headquarters. Show all other Z. I. commo positions under Domestic Activities element. Field Activities element includes all overseas commo positions in OSA. This paragraph summarizes the coordinated position concluded 10 December 1968.

5. For OSA - If you desire, OSA Management Support at the project level under Collection of Intelligence, Imagery Management Support, may include your Front Office, Security, Registry, and Comptroller. The general definition of Management Support should be all positions needed to manage OSA regardless of mission. Explain the rationale for the change from 21 to approximately 60 positions in the FY 1970 entry. Explain also that this is only a shift of positions within the same sub-category.


6. A revised Position and Funding Guidance page is in process. The new figures will show minor changes resulting from allocations for unfunded requirements and, for OSA, a special project release.

7. Items in process:

a. "Criticality" scale to be used to rate projects.

b. Format to be used to compare previous program years to this one at the DD/S&T reviews.

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Comptroller  
Directorate of  
Science and Technology

Attachments  
a/s

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O/DD/S&T/Compt/P&P Br [REDACTED] (11 Dec. 68)

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PROJECT OUTLINE FORMAT

Category:  
Sub-category:  
Element:

PROJECT:

Objective:

Program Plan:

Method of Approach:

Coordination, Joint Planning, Requirements:

Risks:

Alternatives:

Resources Required:

Funding: (\$thousands)	FY68	FY69	FY70	FY71	FY72	FY73	FY74	FY75
------------------------	------	------	------	------	------	------	------	------

Pers. Svc.

Contracts

Other

Total

Explanation of Increase or Decrease:

FY70:

FY71:

FY72:

FY73-75:

Positions:

FY68	FY69	FY70	FY71	FY72	FY73	FY74	FY75
------	------	------	------	------	------	------	------

Ceiling

Non-Ceil.

Explanation of Increase or Decrease:

FY70:

FY71:

FY72:

FY73-75:

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Control Number

- I. Major part name such as "INTRODUCTION"  
 A. Sub-part name such as "PROGRESS TOWARD OBJECTIVES"  
 1. Category: (name)  
   a. Sub-category: (name)  
     1) Element: (name)

PROJECT: (name)

Objective:

Program Plan:

Method of Approach:

Coordination, Joint Planning, Requirements:

Risks:

Alternatives:

Resources Required:

Funding: (\$thousand)

FY68	FY69	FY70	FY71	FY72	FY73	FY74	FY75

Pers. Svc.

Contracts

Other

Total

Explanation of Increase or Decrease:

FY70:

FY71:

FY72:

FY73-75:

Positions:

FY68	FY69	FY70	FY71	FY72	FY73	FY74	FY75

Ceiling

Non-Ceil.

Explanation of Increase or Decrease:

FY70:

FY71:

FY72:

FY73-75:

Handle Via

XXXX - XXXX

Control Systems Jointly

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## TYPING MODEL NOTES

The following notes and instructions are keyed to the reference line number in the left margin of the typing model. Additional comments of a general nature will be found after the list of format instructions.

ref. line

8. Classification, eight spaces from the top of the page and centered.
10. Control number two spaces below classification. Start number block  $2\frac{1}{2}$  inches from the right-hand edge.
14. Major part name lines begin with a Roman numeral on the left margin. Start the text in the sixth space (three spaces between the period after the Roman numeral and the first letter of the name). Numeral on the fourth line after control number.
15. Sub-part name line begins with a capital letter single-spaced below major part name. Capital letter in sixth space, first letter of text in eleventh space. If sub-part line starts a page, put it in fourth line below control number.
16. Category line starts with an arabic numeral, single-spaced below sub-part name line. Numeral in eleventh space from margin, first letter of "Category" in sixteenth space. If category line starts a page, put it on fourth line below control number.
17. Sub-category line starts with a small letter, single-spaced below category line. Letter in sixteenth space from margin. First letter of "Sub-category" in twenty-first space. If sub-category line starts a page, put it on fourth line below control number.
18. Element line starts with an arabic numeral and single parenthesis, single-spaced below the sub-category line. Numeral in twenty-first space from margin. First letter of "Element" in twenty-sixth space. If element line starts a page, put it on fourth line below control number.
20. PROJECT Line starts on the left margin double-spaced below the element line or the last line of the preceding entry. If PROJECT begins a page, start it on the fourth line below the control number.  
  
PROJECT has all capital letters. The word PROJECT and the project name are underlined. This is the only entry which is underlined in the format.  
  
Project cryptonyms have all caps, other project names use initial caps as in titles.
22. Objective entry double-spaced below project name and indented four spaces. (First letter of "Objective" in fifth space from margin.) Start text immediately after colon. Succeeding lines are to fill space between margins in order to keep from wasting space with whole paragraph indentation.
24. Program Plan entry double-spaced below the last line of objective text and indented the same as objective.
26. Method of Approach entry double-spaced below program plan title and indented eight spaces. (First letter of "Method...." in ninth space from margin.) Start text on same line, immediately after title. Succeeding paragraphs are indented on the first line four spaces, starting text in fifth space.

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28. Coordination, Joint Planning, Requirements entry double-spaced below last line of preceding entry. Other rules same as #26.
30. Risks entry double-spaced below last line of preceding entry. Other rules same as #26.
32. Alternatives entry double-spaced below last line of preceding entry. Other rules same as #26.
34. Resources Required entry double-spaced below last line of preceding entry, indented eight spaces.
35. Funding: (\$thousands) single-spaced below resources required line, started on left margin.
36. Fiscal year headings single-spaced below funding line.
38. Pers. Svc. entry double-spaced below fiscal year headings, starting on the left margin.
39. Contracts entry single-spaced below Pers. Svc. line, at left margin.
40. Other entry single-spaced below contracts line, at left margin. Underline entries in "Other" line to prepare for totals.
41. Total line single-spaced below "Other" line, at left margin.
43. Explanation of Increase or Decrease entry double-spaced below "Total" line, at left margin.
44. FY70: entry single-spaced below preceding line, at left margin. Text starts on same line, immediately after colon and succeeding lines of text fill space between margins.
46. FY71: entry double-spaced below preceding entry. Margin and text rules same as #44.
48. FY72: entry same as #46.
50. FY73-75: entry same as #46.
52. Positions entry double-spaced below preceding entry, at left margin.
53. Fiscal year headings single-spaced below "Positions."
55. Ceiling entry - see #38
56. Non-Ceiling entry - see #39
57. No total line in this section.
58. Explanation of Increase or Decrease entry double-spaced below "Non-ceiling" line.
59. FY70: entry - see #44.
61. FY71: entry - see #46.
63. FY72: entry - see #46.
65. FY73-75: entry - see #46.

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70. Control system caveat starts  $1\frac{1}{2}$  inches from bottom of page placed so that the longest line is approximately  $\frac{1}{2}$  inch from right edge.
72. Classification centered on page and on the same line as the last line of the control system caveat.

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Additional General Notes

1. The first line in the body of any page, be it text or title, should start four spaces below the control number.
2. A control number must be on each page.
3. Indentation rules for a given title or entry apply regardless of whether or not it appears in the relationship to other titles as shown in the typing model. E. G., second and succeeding element entries and titles such as 4) Element: Management Support, should be indented to the twenty-first space.
4. Left and right margins are one inch.
5. Do not use continuation page notations for succeeding pages on the same subject.
6. Double-space between interior paragraphs.
7. The last line of the text on each page should be two inches from the bottom edge of the paper.
8. All pages are to be typed on legal-size paper.
9. Do not number any page on the final copy. We will number-stamp the master copy pages.

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